

United States Government

Department of Energy
Oak Ridge Operations Office

memorandum

DATE: March 9, 1998

REPLY TO

ATTN OF: AD-442:Blaylock

SUBJECT: **VOLUNTARY SOLICITATION**

TO: All ORO Employees

As a result of the large number of employees who have left the payroll over the last 3 years, several organizations within Oak Ridge Operations (ORO) have identified vacant positions which must be filled in order to meet workload and mission requirements. The freeze on external hires remains in effect. In order to shift resources from organizations which have staffing levels above long-range targets and into organizations which need additional staff, it will be necessary to use all the flexibilities available to us by law to assure that we have people with the requisite skills and experience in the positions where they are most needed. These tools include a voluntary solicitation of interest, lateral reassignments (including directed reassignments), transfers or hires from outside ORO (where needed and authorized), and competitive promotion actions.

The Personnel and Management Analysis Branch is issuing a voluntary solicitation of interest to recreate a database of employees interested in reassignments or details to other organizations. Upon request, a list of qualified and interested employees will be provided to managers who have vacant positions.

You may register for the database at any time by completing the form on our website at www.oro.doe.gov/pmab under voluntary solicitation. Indicate on the form whether you are interested in permanent reassignment or detail, and check those organizations for which you wish to be considered. It is not necessary to submit a Standard Form 171 or resume. Experience and qualifications will be determined by selecting officials based on a review of each interested employee's official personnel file. You may also ask that your name be removed from the database at any time by contacting Mike Blaylock at 576-0130. No referrals of employees will be provided to requesting supervisors before March 23, 1998, in order to give employees time to respond to this solicitation.

If you have any questions, you may contact your Personnel Management Specialist.

Patricia Howse-Smith, Director
Human Resources Division

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